



New Hampshire

Department of Education

Bureau of Special Education Support September 2024 – January 2025 Trainings

TRAINING TITLE	DATE & TIME	FORMAT	TRAINERS	REGISTRATION LINK
SEPTEMBER 2024				
Indicator 13: Secondary Transition	Tuesday, Sept 3, 2024 1pm – 3pm	Online Microsoft Teams	Amy Garceau & Lexie Ferraro	Click Here to Register
Indicator 11: Timely Initial Evaluation	Wednesday, Sept 11, 2024 1pm – 2pm	Online Microsoft Teams	Brandy Quinn-Richards & Connie Comire	Click Here to Register
DRDP: Learn about the Assessment	Thursday, Sept 12, 2024 9am – 12pm	Online Microsoft Teams	Alexa Simmons	Click Here to Register
Indicator 12: Early Childhood Transition	Thursday, Sept 12, 2024 1pm – 2pm	Online Microsoft Teams	Brandy Quinn-Richards & Connie Comire	Click Here to Register
Indicator 13: Secondary Transition	Tuesday, Sept 17, 2024 1pm – 3pm	Online Microsoft Teams	Amy Garceau & Lexie Ferraro	Click Here to Register
IDEA Grant Training	Wednesday, Sept 18, 2024 10am – 12pm	Online Microsoft Teams	Lisa Moody & Deb Lauffer	Click Here to Register
NHSEIS Training for Special Education Teachers	Thursday, Sept 19, 2024 9am – 11am	Online Microsoft Teams	Brandy Quinn-Richards & Cathy Krammes	Click Here to Register
NHSEIS Training for Special Education Administrators & Office Professionals	Friday, Sept 20, 2024 9am – 11am	Online Microsoft Teams	Brandy Quinn-Richards & Cathy Krammes	Click Here to Register
Written Prior Notice	Monday, Sept 23, 2024 8:30am – 10am	In-Person NHED	Lexie Ferraro & JoAnn Marchant	Click Here to Register
Measurable Annual Goals	Monday, Sept 23, 2024 10:15am – 12:15pm	In-Person NHED	Amy Garceau & Janelle Lavin	Click Here to Register
DRDP: Learn about the Assessment	Thursday, Sept 26, 2024 9am – 12pm	Online Microsoft Teams	Alexa Simmons	Click Here to Register
DRDP: Systems Training	Friday, Sept 27, 2024 10am – 12pm	Online Microsoft Teams	Alexa Simmons	Click Here to Register

OCTOBER 2024				
DRDP: Systems Training	Tuesday, Oct 1, 2024 10am – 12pm	Online Microsoft Teams	Alexa Simmons	Click Here to Register
Indicator 13: Secondary Transition	Thursday, Oct 3, 2024 1pm – 3pm	Online Microsoft Teams	Amy Garceau & Lexie Ferraro	Click Here to Register
Specially Designed Instruction I	Friday, Oct 11, 2024 8:30am – 10:30am	Online Microsoft Teams	JoAnn Marchant & Lexie Ferraro	Click Here to Register
Measurable Annual Goals	Friday, Oct 11, 2024 11am – 1pm	Online Microsoft Teams	Amy Garceau & Janelle Lavin	Click Here to Register
DRDP: Systems Training	Friday, Oct 11, 2024 1pm – 3pm	Online Microsoft Teams	Alexa Simmons	Click Here to Register
Written Prior Notice	Friday, Oct 11, 2024 1:30pm – 3pm	Online Microsoft Teams	Lexie Ferraro & JoAnn Marchant	Click Here to Register
DRDP: Learn about the Assessment	Tuesday Oct 15, 2024 9am – 12pm	Online Microsoft Teams	Alexa Simmons	Click Here to Register
Indicator 13: Secondary Transition	Thursday, Oct 17, 2024 1pm – 3pm	Online Microsoft Teams	Amy Garceau & Lexie Ferraro	Click Here to Register
Measurable Annual Goals	Monday, Oct 21, 2024 8:30am - 10:30am	In-Person NHED	Amy Garceau & Janelle Lavin	Click Here to Register
Specially Designed Instruction I	Monday, Oct 21, 2024 10:45am – 12:30pm	In-Person NHED	JoAnn Marchant & Lexie Ferraro	Click Here to Register
Indicator 13: Secondary Transition	Monday, Oct 28, 2024 1pm – 3pm	In-Person NHED	Amy Garceau & Lexie Ferraro	Click Here to Register
NOVEMBER 2024				
Specially Designed Instruction I	Tuesday, Nov 5, 2024 8:30am – 10:30am	Online Microsoft Teams	JoAnn Marchant & Lexie Ferraro	Click Here to Register
Measurable Annual Goals	Tuesday, Nov 5, 2024 11am – 1pm	Online Microsoft Teams	Amy Garceau & Janelle Lavin	Click Here to Register
Written Prior Notice	Tuesday, Nov 5, 2024 1:30pm – 3pm	Online Microsoft Teams	Lexie Ferraro & JoAnn Marchant	Click Here to Register
DRDP: Learn about the Assessment	Friday, Nov 8, 2024 9am – 12pm	Online Microsoft Teams	Alexa Simmons	Click Here to Register
SPED Aid – Court Order – Episode of Treatment	Thursday, Nov 14, 2024 10am – 12pm	In-Person NHED	Cathy Krammes	Click Here to Register
Indicator 13: Secondary Transition	Thursday, Nov 14, 2024 1pm – 3pm	Online Microsoft Teams	Amy Garceau & Lexie Ferraro	Click Here to Register
SPED Aid – Court Order – Episode of Treatment	Friday, Nov 15, 2024 10am – 12pm	Online Microsoft Teams	Cathy Krammes	Click Here to Register

DRDP: Systems Training	Friday, Nov 15, 2024 10am – 12pm	Online Microsoft Teams	Alexa Simmons	Click Here to Register
DECEMBER 2024				
American Printing House for the Blind (APH) Federal Quota Census Training	Monday, Dec 2, 2024 3:30pm – 4:30pm	Online Microsoft Teams	Lynnette Lawrence & Adrienne Shoemaker	Click Here to Register
American Printing House for the Blind (APH) Federal Quota Census Training	Tuesday, Dec 3, 2024 3:30pm – 4:30pm	Online Microsoft Teams	Lynnette Lawrence & Adrienne Shoemaker	Click Here to Register
DRDP: Systems Training	Tuesday, Dec 3, 2024 12pm – 2pm	Online Microsoft Teams	Alexa Simmons	Click Here to Register
Indicator 13: Secondary Transition	Tuesday, Dec 3, 2024 1pm – 3pm	Online Microsoft Teams	Amy Garceau & Lexie Ferraro	Click Here to Register
DRDP: Learn about the Assessment	Tuesday, Dec 10, 2024 12pm – 3pm	Online Microsoft Teams	Alexa Simmons	Click Here to Register
Measurable Annual Goals	Wednesday, Dec 11, 2024 10:30am - 12:30pm	In-Person NHED	Amy Garceau & Janelle Lavin	Click Here to Register
Written Prior Notice	Friday, Dec 13, 2024 9am – 10:30am	In-Person NHED	Lexie Ferraro & Amy Garceau	Click Here to Register
JANUARY 2025				
Specially Designed Instruction I	Tuesday, Jan 14, 2025 8:30am – 10:30am	Online Microsoft Teams	JoAnn Marchant & Lexie Ferraro	Click Here to Register
Measurable Annual Goals	Tuesday, Jan 14, 2025 11am – 1pm	Online Microsoft Teams	Amy Garceau & Janelle Lavin	Click Here to Register
NHSEIS Training for Special Education Teachers	Thursday, Jan 16, 2025 9am – 11am	In-Person NHED	Brandy Quinn-Richards & Cathy Krammes	Click Here to Register
NHSEIS Training for Special Education Administrators & Office Professionals	Thursday, Jan 16, 2025 1pm – 3pm	In-Person NHED	Brandy Quinn-Richards & Cathy Krammes	Click Here to Register

Training Descriptions:

Indicator 13: Secondary Transition Compliance Monitoring: Secondary Transition planning is monitored through Individualized Education Program reviews (students aged 16 and older) for every school district every year. In this training, attendees will learn about the compliance requirements, (as outlined on the Indicator 13 Compliance Checklist), and how to use the Paperclip feature in NHSEIS to attach required evidence to a selected student’s IEP. An overview of the monitoring process and how an LEA can best prepare for the initial monitoring review will also be addressed. If have questions about this training, please contact Amy Garceau, amy.l.garceau@doe.nh.gov or Lexie Ferraro, alexandra.m.ferraro@doe.nh.gov for assistance.

Indicator 11: Timely Initial Evaluation: Pursuant to federal requirements, each year, the Bureau of Special Education Support (Bureau) is required to report on IDEA Part B Indicator 11: the percent of children who were evaluated within 60 days of receiving parental consent for initial evaluation or, if the State established a timeframe within which the evaluation must be conducted, within that timeframe. Data for this indicator is derived from the information entered into the New Hampshire Special Education Information System (NHSEIS) by school district personnel and a subsequent desk audit. This training will provide an overview of the review process. If have questions about this training, please contact Brandy Quinn-Richards, brandy.a.quinn-richards@doe.nh.gov or Connie Comire, connie.j.comire@doe.nh.gov for assistance.

Desired Results Developmental Profile (DRDP) – Learn about the Assessment: This training is to teach you the ins and outs of the new approved tool for Preschool Outcome Measures (POMs) for Indicator 7 Preschool Outcomes reporting. During this training you will learn about the different pieces of the DRDP, how it is set up and what areas of development are looked at. You will learn the format of the assessment as well as best practices for completion. If you have questions about DRDP training, please contact Alexa Simmons, alexa.j.simmons@doe.nh.gov for assistance.

Indicator 12: Early Childhood Transition: Pursuant to federal requirements, each year, the Bureau of Special Education Support (Bureau) is required to report on IDEA Part B Indicator 12: the timeliness of transitions from Family Centered Early Supports and Services (FCESS) to preschool special education. In accordance with 34 CFR 300.101(a), FAPE must be made available to all children with disabilities beginning on their 3rd birthday. This provision specifically requires that an IEP is in **EFFECT** for the child on the date of their 3rd birthday. Data for this indicator is derived from the information entered into the New Hampshire Special Education Information System (NHSEIS) by school district personnel. This training will provide an overview of the review process. If have questions about this training, please contact Brandy Quinn-Richards, brandy.a.quinn-richards@doe.nh.gov or Connie Comire, connie.j.comire@doe.nh.gov for assistance.

Desired Results Developmental Profile (DRDP) Systems Training: This training is to learn how to use the DRDP online data system. A district account must be set up prior to this training. This system is the new system that is being utilized to collect Preschool Outcome Measures (POMS) data for Indicator 7 reporting purposes. During this training you will learn how to add users, set up classrooms, add students and input documentation and data for the students. You will also be taught how to run reports and what the reports can be used for in your classroom. If there are questions on how to set up your districts account or about DRDP training in general, please contact Alexa Simmons, alexa.j.simmons@doe.nh.gov prior to the training and she will provide assistance.

IDEA Grant Training: This training will provide guidance to district special education directors and central office staff, including business managers in submitting their FY '25 IDEA/Preschool Grant. The following will be reviewed:

- FY '25 IDEA Application in the NH Grants Management System (GMS)
- Substantially Approvable ~ Required Attachments
- Supporting Documents
- NH Permissible Activities
- FY '25 IDEA Application Instruction Manual
- Approval Process
- Reporting Process

If have questions about this training, please contact Lisa Moody, lisa.m.moody@doe.nh.gov or Deb Lauffer, deborah.l.lauffer@doe.nh.gov for assistance.

NHSEIS Training for Special Ed Teachers: This professional development training includes an overview of the NHSEIS main menu page, including some general advice when entering student information in NHSEIS. Attendees are walked through the eligibility process and IEP process through the finalization of the IEP. Training also covers the student documents available in NHSEIS, such as the progress reports, written prior notice and the evaluation summary report. New features will be reviewed in detail and suggestions are welcomed. If have questions about this training, please contact Brandy Quinn-Richards, brandy.a.quinn-richards@doe.nh.gov or Cathy Krammes, cathleen.m.krammes@doe.nh.gov for assistance.

NHSEIS Training for Special Ed Administrators & Office Professionals: Participants will learn how to administer the use and maintenance of their NHSEIS site. The training will cover adding users (both external and local), user type authorities, adding students and the i4see connections, transferring students, assigning schools, assigning teachers, entering progress report periods, maintain the calendar, reviewing postings, reporting, and sending Bureau of Special Education Support staff messages within the system. If have questions about this training, please contact Brandy Quinn-Richards, brandy.a.quinn-richards@doe.nh.gov or Cathy Krammes, cathleen.m.krammes@doe.nh.gov for assistance.

Written Prior Notice Guidance: This professional development for Written Prior Notice (WPN) was created with stakeholder input in response to district requests for the Bureau to provide guidance regarding the use of and the content of WPNs. This training utilizes IDEA regulations as a guide to remind participants of the intent of the WPN, when districts should use a WPN, and the required components of the form. The guidance document and model WPN form will be shared along with sample compliant WPNs. If have questions about this training, please contact Lexie Ferraro, alexandra.m.ferraro@doe.nh.gov or JoAnn Marchant, joann.r.marchant@doe.nh.gov for assistance.

Measurable Annual Goals: Participants will learn how to use the student information/evaluation data to write Present Levels of Performance of Academic Achievement and Functional Performance (PLOAFP –IEP Page 2). They will learn to use the pertinent student evaluation data combined with other current observation and assessment data to write present levels for each annual goal. They will learn what components need to be included in the writing of age – appropriate measurable annual goals and objectives based on each annual goal present level information; and how to write measurable annual IEP goals and objectives to help build the student skills so they can access, participate, and make progress in the general curriculum. If have questions about this training, please contact Amy Garceau, amy.l.garceau@doe.nh.gov or Janelle Lavin, Janelle.c.lavin@doe.nh.gov for assistance.

Specially Designed Instruction: Participants will learn what specially designed instruction is as defined by IDEA and how it applies to students with disabilities. They will gain a practical understanding of specially designed instruction, and the means in which it can be delivered as a service to special education students. Additionally, participants will learn how it is merged into the IEP using the special education process in a sequential and cyclical manner beginning with using evaluation data to describe unique student needs based upon present levels of academic and function performance, then identifying specific areas of specially designed instruction incorporated into special education services combined with annual measurable goals and progress monitoring. If have questions about this training, please contact JoAnn Marchant, joann.r.marchant@doe.nh.gov or Lexie Ferraro, alexandra.m.ferraro@doe.nh.gov for assistance.

SPED Aid – Court Order – Episode of Treatment: This training is for special education directors and special education support. Topics of discussion include how and what can be entered for Special Education Aid, the process for submitting costs for Court Ordered Placements and the most recent updates on entering and applying costs for Episodes of Treatment. If have questions about this training, please contact Cathy Krammes, cathleen.m.krammes@doe.nh.gov for assistance.

American Printing House for the Blind (APH) Federal Quota Census Training: In accordance with the 1879 Federal Act to Promote the Education of the Blind, the New Hampshire Department of Education (NHED) facilitates the annual American Printing House for the Blind (APH) Federal Quota Census. Each year, APH funding for each state is determined by the number of eligible infants, toddlers, school age students, and adult students registered on the Federal Quota. This training provides an overview of the quota registration process to LEA SPED Administrators, FCESS Administrators, and Charter School Administrators and/or 504 Coordinators, all of which are authorized officials responsible for registering eligible individuals. If have questions about this training, please contact Lynnette Lawrence, lynnette.e.lawrence@doe.nh.gov for assistance.